## Reply to a Meeting Request

1. To open the meeting request, double-click it in your Inbox.

   **Tips:** To add the sender or any of the required or optional attendees to your Contacts folder, right click the name, and then click **Add To Contacts**.

   To get more information about the sender or one of the attendees, such as the person's street address or phone number, double-click their name.

   If the meeting request is displayed in the Reading Pane, you can view information about the sender or an attendee by double-clicking the person's name in the message preview.

2. Click one of the following buttons:

| Button | Description |
|---|---|
| ✓ | Accepts the meeting and adds it to your calendar. Other people looking at your schedule can see that you're busy during the meeting time. |
| ? | Accepts the meeting but indicates that you may not attend it. The meeting is also added to your calendar. However, other people looking at your schedule can see you have only a tentative engagement at that time. |
| ✗ | Declines the meeting. Nothing is added to your calendar. |

3. **Tip:** To check your schedule for that day, before you accept the meeting, click **Calendar** on the toolbar.
4. A message window will open, addressed to the sender of the meeting request. To add additional recipients to your meeting response, type their names in the **To** and **Cc** boxes.
5. If you want to send a message with the reply, type a message in the text box. For example, you can explain why you may not attend the meeting.
6. Click **Send** or **Don't Send Response**.